

ADMINISTRATIVE - INTERNAL USE ONLY

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 7-75

27 March 1975

To: All Training Officers of the Agency

RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer a one-week seminar on Forms Analysis and Design. This comprehensive seminar will teach the students how to operate a Forms Management Program in their office and, in addition, they will learn how to design and analyze forms as an efficient means of collecting, recording, processing and transmitting information. The close relationships of Forms Management to other Records Management Programs will be stressed--extensive coverage will be given to the development of forms specifications, flow charting, procedures and the application of the survey approach to forms design.

The objectives of this seminar are:

1. To familiarize the student with the terminology and basic techniques of forms design and analysis;
2. To develop the student's capability to deal with forms in his own office or component;
3. To further aid in communications with the Records Administration Branch on technical forms work.

DATE : 27 April - 2 May 1975

LENGTH : 6 days full-time (first session - 1500 hours, Sunday, 27 April)

PLACE :

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CLASS SIZE : 10 (Maximum)

REGISTRATION: Form 73, "Request for Internal Training," should be submitted to OTR/FTD/MATB, Room 936, Chamber of Commerce Building, by 9 April 1975.

ADDITIONAL INFORMATION:

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